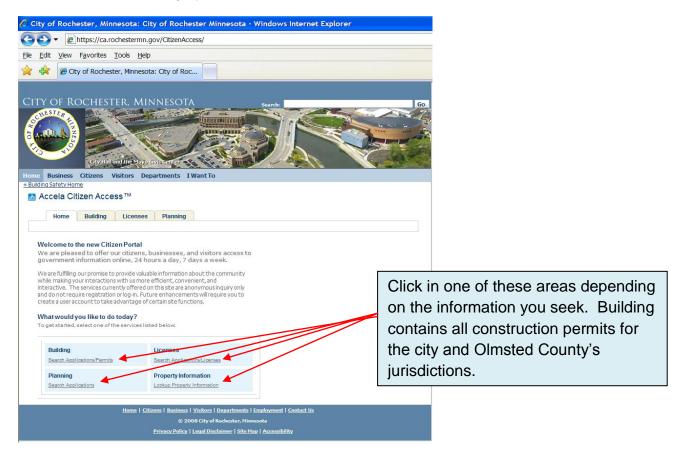
This is a brief introduction for the use of the Citizen Access portal. These instructions will be updated as we receive feedback from users and when we add functionality to the portal.

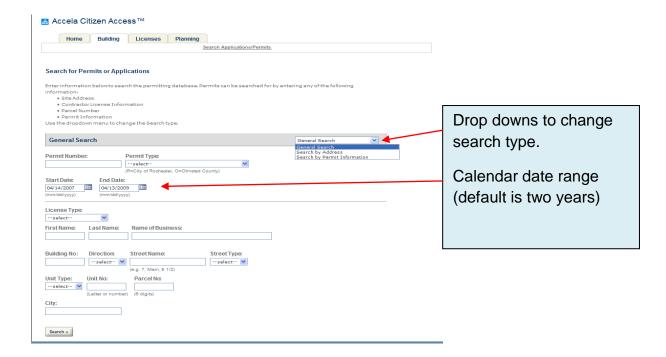
First select category of information you wish to search. Rochester residential rental housing information is found in the license category.



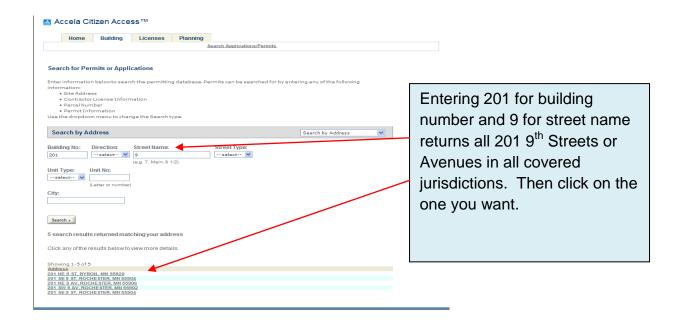
A general search screen should pop up (see next page for illustration).

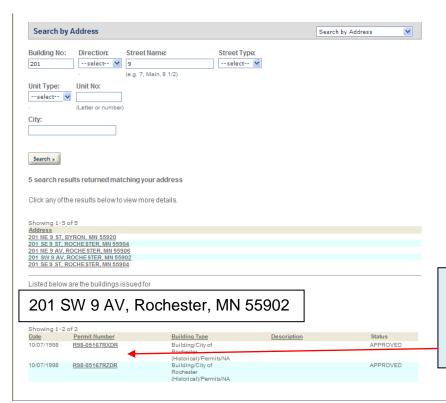
When searching in the general search screen the calendar function controls the search and limits results to those applications originally entered in the system within the date range specified. To override this function you can blank out the start date and the search will include all (digital) records to date. You can also use the drop down menu to switch to a more specific search type which will not include the calendar limitation. If you are searching by address it is best to select the "search by address" screen rather than use the address search on the general search screen.

This system includes building permit records converted from our old software, dating back to 1994. The address fields and permit numbering differ slightly between the two software programs and may affect the results of your search.

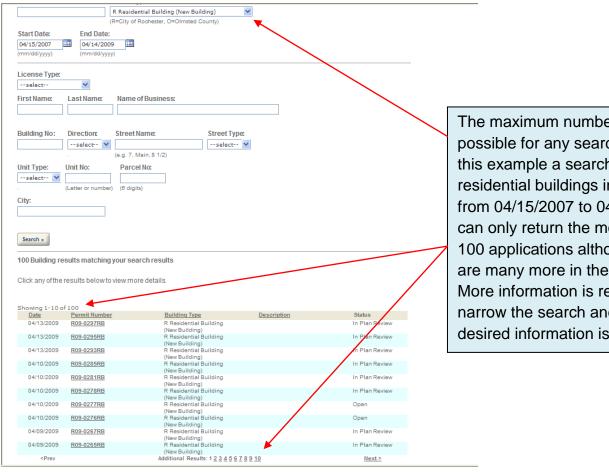


To be sure that your search returns building permits issued on the old software (before November 1st, 2007) enter only the building number and street name and pick from the resulting list of options. Entering a street type will limit results to applications processed after November 1, 2007. This approach is also useful for searching rental housing licenses.

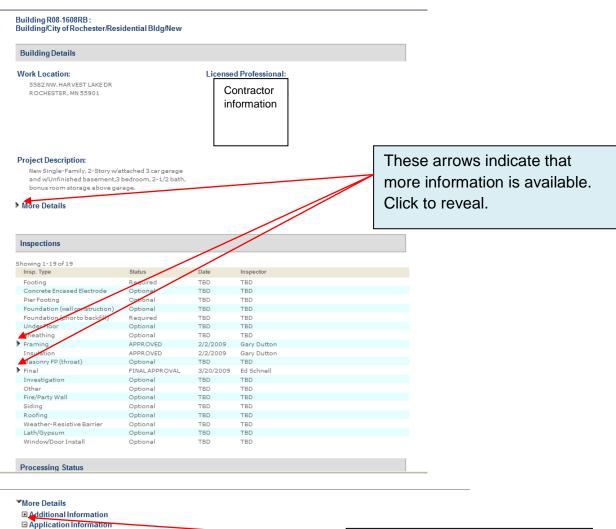




Selecting 201 SW 9 AV, Rochester returns two permits issued in 1998. Click on the permit number and a permit detail screen should pop up.



The maximum number of items possible for any search is 100. In this example a search for all new residential buildings in Rochester from 04/15/2007 to 04/14/2009 can only return the most recent 100 applications although there are many more in the system. More information is required to narrow the search and assure all desired information is obtained.



Click here to expand further

APPLICATION DATA

Permit Expiration Date:

9/16/2009

BUILDING DATA

**Building Code Used:** 

2007 Minnesota State Building Code Occupancy Description:

IRC-1 - Single-Family Dwelling Master Plan:

Number of Stories:

Number of Bedrooms:

Number of Garage Stalls:

Total Building Square Footage (excluding garage):

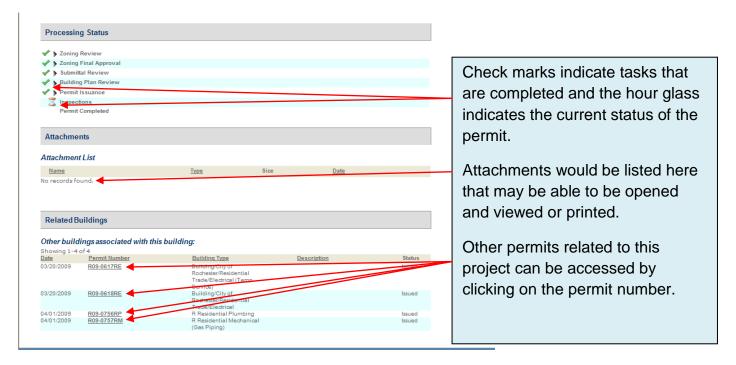
2968 Total Finished Square Footage:

Basement Finish Condition:

Unfinished Basement (utility room Basement Finish Square Footage:

Deck and/or Porch ?:

l				
Inspections				
howing 1-19 of 19				
Insp. Type	Status	Date	Inspector	
Footing	Required	TBD	TBD	
Concrete Encased Electr	ode Optional	TBD	TBD	
Pier Footing	Optional	TBD	TBD	
Foundation (wall constru	ction) Optional	TBD	TBD	
Foundation (prior to bac	kfill) Required	TBD	TBD	
Under Floor	Optional	TBD	TBD	
Sheathing	Optional	TBD	TBD	
Framing	APPROVE CORRECT & CALL FOR 1/2 INSP.		09 Gary Dutton	
Insulation	APPROVE	D 2/2/20	09 Gary Dutton	
Masonry FP (throat)	Optional	TBD	TBD	
Final	FINAL APP CORRECT & CALL FOR 3/1		009 Ed Schnell	



While the building module was used for these examples, the other modules are very similar.

For assistance with information for City of Rochester building permits or rental housing registrations call (507) 328-2600 during normal business hours. For Rochester-Olmsted Planning items call (507) 328-7105.

General comments regarding use of this module are welcome and should be submitted to <a href="mail@rochestermn.gov">bldgsftymail@rochestermn.gov</a>.